

CHAPTER 25

CONSTRUCTION PURCHASING

25-1 INTRODUCTION

The School District has a Construction Purchasing Department that specializes in construction procurement by administering the procurement process and negotiating and awarding contracts for design and construction projects for the District.

A Construction Project is generally defined as a project including modification of an existing structure or space such that the original or intended use is altered to accommodate a different use of that structure or space and/or a project with an established construction budget in excess of \$200,000. Construction Projects are procured under Board Policy 7.10.

25-2 PRE-QUALIFICATION PROGRAM FOR CONSTRUCTION PROJECTS

Pursuant to Board Policy 7.08, the School District maintains a Pre-Qualification Program for Construction Projects. Once a firm has been approved as being prequalified by the School Board, for a period of one year from the date of approval, it may compete with other prequalified vendors in Invitations to Bid on Construction Projects with budgets exceeding \$200,000. Pre-qualifications are valid for one calendar year and may be renewed at each anniversary date. Applications for Prequalification are reviewed by a committee and, upon approval by the committee, are submitted for School Board approval. To ensure the review and approval process is performed continuously and timely, cut-off dates are established. Applications received after each established cut-off date would be added to a subsequent review and approval procedure.

Firms with a valid license issued by the State of Florida are invited to register for the District's Construction Vendor Pre-qualification Program. This Program applies only to price-based solicitations (Invitations to Bid) for alterations, renovations, modifications, and minor new construction projects with an estimated budget of \$200,000 or more. This process does not apply to Requests for Proposals (RFPs) for Architectural/Engineering Services, Design/Build Services or Construction Manager at Risk Services.

Completed application for Prequalification are reviewed by a Committee comprised of District employees duly assigned to evaluate and recommend to the Board those applications from firms to them to bid on projects during the period for which they are prequalified. Firms meeting the established prequalification criteria and have been Board approved will be issued a Letter of Prequalification.

25-3 CONSULTANTS COMPETITIVE NEGOTIATIONS ACT (CCNA)

Professional Services (architectural and engineering), Design/Build services and Construction Management at Risk services are selected pursuant to the process specified by FS 287.055. This is a qualifications based selection process, completed by a committee to select the most qualified firm for a specific project(s). Following selection of the Architect, Engineer or Construction Manager, fees and services are negotiated pursuant to the Scope Of Work prior to the recommendation of the contract award. Design Professionals are procured under Board Policy 7.05.

25-4 CONSTRUCTION OVERSIGHT REVIEW COMMITTEE (CORC)

The School Board has designated representatives of the community to volunteer and oversee the construction program at the School District. All purchasing items are reviewed in detail by the CORC who then provide a report to the School Board prior to awarding or taking any other action relating to construction projects.